

HOMELESS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. Performs a full scope of work to coordinate homeless services and opportunities through both Federal, State and City homeless programs.

Supervision Received and Exercised:

Receives general supervision from the Housing Services Manager; or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Research, recommend, and develop programs that will reduce homelessness in the City of Tempe.
- Assist in planning, implementing, and evaluating programs and services.
- Develop policies, coordinate resources, monitor programs and expand financial resources.
- Serve as liaison between the City of Tempe, the U.S. Department of Housing and Urban Development, other state and public agencies and a variety of social service and private agencies.
- Write grants and respond to proposals to increase funding for homeless programs.
- Coordinate planning activities of local government (i.e. Consolidated Plan) with other federal funding sources.
- Educate the public regarding homelessness in Tempe and how they can help address the issue.
- Monitor program activities and prepare written reports as needed.
- Participate in Continuum of Care activities.

CITY OF TEMPE

Homeless Coordinator (continued)

Report as required to the City Council, Council Subcommittees and other

Departments and Agencies as needed.

Oversee the implementation, evaluation and monitoring of the recommendations

developed by the Homeless Task Force. Coordinate with other agencies as needed.

• Participate in the evaluation of homeless/social service/job training and employment

programs serving Tempe residents.

Oversee the activities of the Tempe Homeless Youth Resource Center.

Prepare and maintain required records, files and reports of activities.

Minimum Qualifications:

Experience:

Four years of progressively responsible experience managing human services and/or

social service programs with emphasis on homeless programs.

Education:

Equivalent to a Bachelors degree from an accredited college or university with major course work in social work, human services, sociology, public administration, or degree related to the core functions of this position. A Master's degree in social work,

sociology, human services, public administration, or a related field is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 239

Status: Exempt / Classified